



Town of Strathmore  
680 Westchester Road  
Strathmore, AB T1P 1J1  
(403) 934 3133  
Mon – Fri 8:30am – 4:30pm

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# Development Permit Application Package

COMMERCIAL  
INDUSTRIAL  
INSTITUTIONAL  
BUSINESS SIGNAGE

Version 1 – May 1<sup>st</sup> 2019



# TOWN OF STRATHMORE

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 680 Westchester Road  
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## FORM 1

### Application Form

**\*\*\* PLEASE CONTACT A PLANNER/DEVELOPMENT OFFICER TO DISCUSS THE CHECKLIST REQUIREMENTS FOR ALL COMMERCIAL/INDUSTRIAL/INSTITUTIONAL DEVELOPMENT PERMIT APPLICATIONS \*\*\***

Applications can be submitted electronically by emailing all required documents to: [development@strathmore.ca](mailto:development@strathmore.ca) or in person to the Development Services Counter at Town Hall. **Development Fees must be paid with submission.**

### Applicant & Property Owner Information

<b>Applicant</b>			<b>Property Owner (if different than Applicant)</b>		
<b>Phone</b>			<b>Phone</b>		
<b>Email</b>			<b>Email</b>		
<b>Mailing Address</b>			<b>Mailing Address</b>		
<b>Town/City</b>	<b>Province</b>	<b>Postal Code</b>	<b>Town/City</b>	<b>Province</b>	<b>Postal Code</b>

### Location of Development

<b>Civic Address</b>					
<b>Legal Address</b>	<b>Lot</b>	<b>Block</b>	<b>Plan</b>		

### Description of Development

Describe the proposed development and all activities on the site.

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<b>Please Select All That Apply:</b>  <input type="radio"/> Commercial Development Permit <input type="radio"/> Industrial Development Permit <input type="radio"/> Institutional Development Permit <input type="radio"/> Business Signage	<b>Land Use District:</b>
	<b>Permitted or Discretionary Use:</b>
	<b>Development Permit Application Fee:</b>
<b>For Office Use Only</b>	
<b>Roll #:</b>	<b>Development Permit #:</b>
<b>Building Permit Required? (Y/N)</b>	<b>Business License Required? (Y/N)</b>
<b>Date Submitted:</b>	<b>Fees Paid? (Y/N)</b>

1. Failure to fully complete this form and/or supply the required information may delay your application.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any appeals have been heard and a decision has been rendered by the Subdivision and Development Appeal Board (SDAB).
4. If a decision has not been issued within 40 days of the date the application was deemed complete by Development Services, the application will be deemed to be refused. An appeal may then be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be deemed void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or a Business License. Any approvals granted regarding this Development Permit application does not excuse the applicant from applying for the necessary Building Permits or Business Licenses, nor does it excuse the applicant from abiding by other applicable Municipal, Provincial, and/or Federal licenses or requirements.
7. This Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreements affecting the building and/or lands. The Applicant is still responsible to comply with any and all conditions affecting a building and/or land.

*I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.*

\_\_\_\_\_  
 Owner/Applicant Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Application Screened for Completion By:  
 (Development Officer/Planner)

\_\_\_\_\_  
 Date



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## FORM 2

### Development Permit Application Checklist

All information in the following checklist must be attached to every Development Permit application. **THIS LIST MUST BE SIGNED AND SUBMITTED WITH THE APPLICATION FORM.**

Required Documentation and Information		
Applicant	Office	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Certificate of Title</b> dated within 30 days of the date of your application submission
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all <b>instruments and documents</b> registered on the Certificate of Title
<input type="checkbox"/>	<input type="checkbox"/>	<b>Owner Authorization Form</b> (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Right of Entry Form</b> (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Lot Grading Plan, Site Drainage Plan, Development Site Servicing Plan</b> (if required)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Development Permit Application Fee</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Complete Site Plan (2 copies)</b> that includes the following:
<input type="checkbox"/>	<input type="checkbox"/>	a. North Arrow and Key Map (showing adjacent properties within 50m of the site)
<input type="checkbox"/>	<input type="checkbox"/>	b. Address, Legal Description, Property Lines, Lot Area, Site Width, and Site Depth
<input type="checkbox"/>	<input type="checkbox"/>	c. Utility Rights-of-Way and Easements
<input type="checkbox"/>	<input type="checkbox"/>	d. Outlines of all buildings (including accessory buildings) with setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	e. Lot Grades and Site Drainage Information
<input type="checkbox"/>	<input type="checkbox"/>	f. Adjoining streets, sidewalks, curb cuts, retaining walls, fencing, and garbage collection
<input type="checkbox"/>	<input type="checkbox"/>	g. Parking, loading areas, drive aisles, circulation roads, driveway flares, vehicle maneuvering
<input type="checkbox"/>	<input type="checkbox"/>	h. Location of existing service lines, electric and gas metres, utility poles guy wires, hydrants
<input type="checkbox"/>	<input type="checkbox"/>	i. Landscaping Area, including existing and proposed trees, shrubs, and vegetation. Landscaping must be consistent with the Landscaping requirements in the Land Use Bylaw. <i>Note: Applicants must provide a Contractors Quote and 100% Landscaping Security.</i>
<input type="checkbox"/>	<input type="checkbox"/>	j. Lighting standards and building illumination. Note: back lighting of fascia signs is prohibited in the Central Business District
<input type="checkbox"/>	<input type="checkbox"/>	k. Public amenities located within six (6) metres of the subject property (see Form 4)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Complete Landscaping Plan (2 copies)</b> for sites 0.4 hectares or greater that includes the following:
<input type="checkbox"/>	<input type="checkbox"/>	a. Existing and proposed trees, shrubs, benches, and pathways on and adjacent to the site
<input type="checkbox"/>	<input type="checkbox"/>	b. Contractors Quote and 100% Landscaping Security. (Payable at the Building Permit Stage)

<input type="checkbox"/>	<input type="checkbox"/>	<b>Floor Plans (2 copies)</b>
<input type="checkbox"/>	<input type="checkbox"/>	a. Total floor area (square metres)
<input type="checkbox"/>	<input type="checkbox"/>	b. Outline and dimensions of all buildings including projections, doors and windows
<input type="checkbox"/>	<input type="checkbox"/>	c. Location of all interior walls and service and mechanical rooms for labels on all rooms
<input type="checkbox"/>	<input type="checkbox"/>	d. Indoor and outdoor seating plans for all public use
<input type="checkbox"/>	<input type="checkbox"/>	<b>Elevation Drawings (2 copies)</b>
<input type="checkbox"/>	<input type="checkbox"/>	a. Building facades, including windows, doors, projections, architectural detail including colour and materials
<input type="checkbox"/>	<input type="checkbox"/>	b. Dimensions of buildings, including projections and labels for all external materials
<input type="checkbox"/>	<input type="checkbox"/>	c. Lot grades, building grades, and grade lines plotted on each façade of the building
<input type="checkbox"/>	<input type="checkbox"/>	d. Location and size of all rooftop mechanical equipment and screening details
<input type="checkbox"/>	<input type="checkbox"/>	e. Elevation drawings showing facades, fences and retaining walls proposed for the site
<input type="checkbox"/>	<input type="checkbox"/>	<b>Sign Drawings – if also applying for signage (2 copies)</b>
<input type="checkbox"/>	<input type="checkbox"/>	a. Copy to be placed on all signs including sign height and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	b. Colours and materials of all signage structures
<input type="checkbox"/>	<input type="checkbox"/>	c. Details of illumination (backlit fascia signage is prohibited in the CB District)
<input type="checkbox"/>	<input type="checkbox"/>	d. Labels on every element of the signage application
<input type="checkbox"/>	<input type="checkbox"/>	<b>Off-Site Levies (if required)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Building Grade Slip (2 copies)</b> in new subdivisions, this is issued and signed by the Developers Engineer/Builder
<input type="checkbox"/>	<input type="checkbox"/>	<b>Development Agreement (if required)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>City of Calgary Growth Charge (if required)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Digital Copies of the Entire Application Package</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Traffic Impact Analysis, Geotechnical Analysis, Stormwater Management Report (if required)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Public Amenities Disclosure (see Form 4)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Contamination Disclosure (see Form 5)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fire Safety Plan (see Form 6)</b> Note: The Town will also accept this at the Building Permit stage

**NOTE:** The Development Officer/Planner may request additional information beyond the checklist requirements.

**NOTE:** By signing your name on the signature line below, you agree that all information submitted on this form is true.

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*Owner/Applicant Signature*

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*Date*

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*Application Screened for Completion By:  
(Development Officer/Planner)*

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*Date*



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## FORM 3

### Right of Entry & Owner Authorization Form

All information in the following form must be filled-out and submitted with every Development Permit application.

### OWNER AUTHORIZATION

I/We \_\_\_\_\_

*Print name(s) of registered owner(s)*

Being the registered owner(s) for \_\_\_\_\_

*Legal description and/or municipal address of land*

Do hereby authorize \_\_\_\_\_

*Individual or firm making application*

To submit a Development Permit application on our behalf for the above described property.

\_\_\_\_\_  
*Owner Signature*

\_\_\_\_\_  
*Date*

### RIGHT OF ENTRY

I/We \_\_\_\_\_

*Print name(s) of registered owner(s)/applicant(s)*

Being the registered owner(s)/applicant(s) for \_\_\_\_\_

*Legal description and/or municipal address of land*

Do hereby authorize representatives of the Town of Strathmore to enter upon the subject lands for the purpose of site inspection(s) to evaluate the proposed development and to ensure compliance with any subsequent conditions in the event the Development Permit application is approved.

To submit a Development Permit application on our behalf for the above described property.

\_\_\_\_\_  
*Owner/Applicant Signature*

\_\_\_\_\_  
*Date*



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## FORM 4

### Public Amenities Disclosure

This form must be filled-out and submit as part of every Development Permit application.

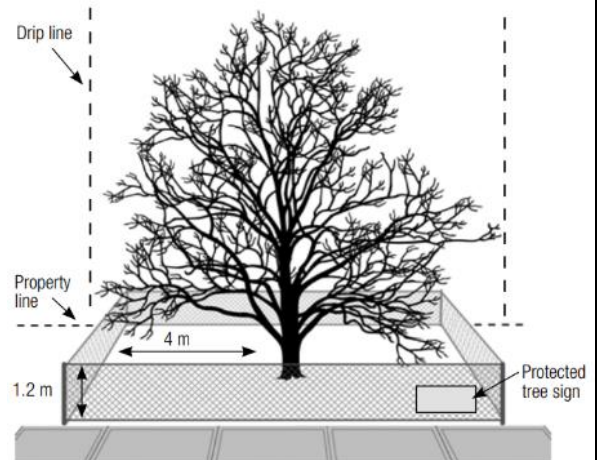
### **PUBLIC AMENITIES DISCLOSURE**

- 1. Are there any Public Amenities or have Final Acceptance Certificates (FAC's) been issued by the Town of Strathmore for property adjacent to the proposed development?**  Yes  No  
*Please contact the Town of Strathmore's Development Services if you are unsure of the status of Final Acceptance Certificates in your neighbourhood.*
- 2. If you answered YES to question #1, please provide a detailed description of each Town owned feature located within six (6) metres of the proposed development. Please ensure these features are included on the Site Plan submitted as part of your Development Permit Application. E.g. benches, garbage cans, sidewalks, planter boxes, curbs, deep services, roadways, traffic control devices etc.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. Are there public trees on the city lands within six (6) metres of the development site?**  Yes  No  
*If you answered 'yes', please complete the Tree Protection Plan Agreement and include a site plan.*
- 4. Who will be submitting the Tree Protection Plan for this development?**  Applicant  Owner  Builder  
Company Name \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_

# TREE PROTECTION PLAN AGREEMENT

Please submit a signed copy of this agreement with your Tree Protection Plan. By signing this document and submitting it with a Tree Protection Plan, the applicant agrees to undertake the following actions during the development process:

- Follow all restrictions as described in the submitted Tree Protection Plan, pending approval by The Town of Strathmore.
- Notify all contractors working on site of the Tree Protection Plan and ensure they are aware of work restrictions within all tree protection zones.
- Install bright and durable tree protection barriers and signage around public trees.
- Ensure no work is carried out inside tree protection zones.
- Water trees at least once a week during development (more during temperate weeks).



Under the Tree Protection Bylaw 19-18, property owners are responsible for providing protection to public trees and are liable for the value of trees damaged or destroyed during the development process. Failure to follow the approved Tree Protection Plan can result in a \$500 fine. Offences such as removing or pruning a tree without authorization or securing objects to a public tree can result in a fine plus replacement value of the tree. For more information about the Tree Protection Plan and for copies of Tree Protection Bylaw 19-18, please visit [strathmore.ca](http://strathmore.ca) or contact 403-934-3133.

I, the owner , authorized agent , authorized consultant , state that, to the best of my knowledge, the information provided in the enclosed Public Tree Disclosure and Tree Protection Plan are accurate, complete and based on diligent inquiry and thorough inspection and review of all documents and other information reasonably available pertaining to the subject property. I have read the Tree Protection Plan outline and agree to follow all guidelines within it. I will carry out all development work in accordance with the approved Tree Protection Plan for my site.

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Owner/Applicant Signature

---

Date





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## FORM 5

### Site Contamination Disclosure

Please be aware further site assessments may be required as part of the review of your application.

### ACTIVE ENVIRONMENTAL SITE INVESTIGATIONS

1. Are you aware of any active environmental investigations for this site? *E.g. audits, assessments, tests, surveys or studies.*

YES

NO

2. If you answered YES to question #1 above, please provide a brief description of each environmental investigation.

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### HISTORICAL SITE REMEDIATION

3. Are you aware of any historical site remediation or a request for such to occur on this site? *E.g. audits, assessments, tests, surveys or studies.*

YES

NO

4. If you answered YES to question #3 above, please provide a brief description.

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\_\_\_\_\_  
*Owner/Applicant Signature*

\_\_\_\_\_  
*Date*



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## FORM 6

### Fire Safety Plan

#### **PLEASE CONTACT A PLANNER/DEVELOPMENT OFFICER TO DISCUSS THE REQUIREMENTS FOR YOUR FIRE SAFETY PLAN**

All information in the following form must be part of a development application. Note: The Town will accept a Fire Safety Plan at the Development Permit or Building Permit stage of development.

- Alberta Fire Code 2014, Division B, Section 5.6. This Section applies to *buildings*, parts of *buildings*, and associated areas undergoing construction or demolition operations including renovations.
- Alberta Fire Code 2014, Division B, Section 5.6.1.3. (1)(2) Prior to the commencement of construction or demolition operations, a Fire Safety Plan shall be prepared for the site.

The Fire Safety Plan will be **site specific** and may be reviewed at any time by the *authority having jurisdiction*. (Fire Department – Fire Safety Codes Officer) Fire Safety Plan should be reviewed and updated as the construction site progresses. The (General) Contractor, as a representative of the owner, is responsible for the Fire Safety Plan until occupancy.

#### **A Fire Safety Plan should include but is not limited to the following information.**

##### **1. Emergency Procedures to be used in THE EVENT OF AN EMERGENCY**

- Sounding of the fire alarm (horn). Who is the designate and backup person
- Notify the fire department (911). Who is the designate and back up person
- Instruction for site personnel to follow when an alarm is sounded.
- Are exit routes clearly identified within the site or from floors.
- Designated gathering location, off site.
- List of personnel on site, updated and current - you should know who is on site.
- Person assigned to meet the fire department and give information.
  - Where is the fire or injury located on site
  - Is everybody on site accounted for
- Assigned site fire warden(s), various trades represented.
- Directions and training on confining or controlling the fire.

##### **2. Training of site personnel on evacuation procedures including:**

- Site orientation.
- Regular site fire safety meetings incorporated into regular safety meetings.
- Simulated fire drills as applicable and warranted.

##### **3. Assigned site personnel responsible to install and maintain fire safety duties such as:**

- Control of combustibles on the site and around the buildings.
- General site housekeeping.
- Removal of excess garbage material on a regular basis.

- ❑ Maintain separation of combustibles from open flame devices.
- ❑ Maintain clear unobstructed access for fire department apparatus and to hydrants.
- ❑ Maintaining and operation of at least one exit from every floor.
- ❑ Separation of access routes from materials stored on site, combustibles, etc.
- ❑ Parking of vehicles or delivery trucks directed so as not to obstruct fire department access to the site and buildings. (offsite parking and storage may be considered)

**4. Firefighting Services** – hydrant, Siamese, sprinkler, temporary access route

- ❑ Installed, tested and activated at the start of construction
- ❑ Maintained and accessible for fire fighters
- ❑ Access to the building – listing primary and secondary access points
- ❑ Firefighting services (standpipes, hydrants) are in place, are they accessible
- ❑ Provide drawings showing location of firefighting systems as they are operational.
- ❑ The site properly addressed and the sign visible and legible to emergency crews

**5. Fire Extinguishers:**

- ❑ Sufficient numbers on site
- ❑ Up to date, serviced within the last year
- ❑ At or near gas or propane fuel operated equipment
- ❑ Mounted, with proper signage, at exit locations or required travel distance on site
- ❑ Adjacent to any hot works operations – cutting torch, welding or torching

**6. Hot works operations:**

- ❑ The area shall be clear of flammable and combustible materials
- ❑ Fire watch assigned during hot works operation and for a period of 60 minutes after its completion.
- ❑ A final inspection of the hot works area 4 hours after completion
- ❑ Are the hot works in the proximity of combustible or flammable materials, have provisions been made for protection of such materials by noncombustible materials, thermal barrier or other means.
- ❑ Work being performed by trained or certified personal
- ❑ A fire extinguisher present at all times
- ❑ Proper ventilation, as required
- ❑ Are there hot tar pits on site c/w extinguishers, trained personnel, and located away from combustible materials?

**7. Flammable and Combustible Storage**

- ❑ Storage area separated from combustible material by 3m
- ❑ Storage area locked and vented
- ❑ Storage area protected from vehicular/ industrial motorized traffic
- ❑ Portable pressurized (new or use) cylinders secured when not in use
- ❑ Area have proper signage or placard in place
- ❑ A current or updated list of dangerous goods on site
- ❑ A portable extinguisher in close proximity to storage and work areas
- ❑ Storage area away from egress and access routes to the site

**8. Security**

- ❑ Is their 24-hour security on site, by locked gate, nightly rounds, or on-site provisions

**9. Contact Personnel**

- ❑ Is there a list of names, addresses, and telephone numbers of persons to be contacted during non-operating hours or in emergency situations?

This information is being provided for the construction industry as an aid in preventing injury and fires in and around construction sites and to address life and property fire safety issues. Keeping in mind it is the **sole responsibility of the owner** or representatives of the owner to be aware of all regulations within the jurisdiction and to carry out or make provision to adhere to the various codes and standards applicable to their project or business.

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For further information, assistance or to arrange for a site visit contact your local Fire Inspection Officer or the Authority Having Jurisdiction. (403)934-3022



OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA

*Consolidated Version - updated May 1, 2019*

**BYLAW NO. 13-21  
OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF STRATHMORE, IN THE PROVINCE OF ALBERTA, TO CONSOLIDATE THE FEES, RATES, CHARGES AND PENALTIES FOR SERVICES PROVIDED BY THE MUNICIPALITY.**

**WHEREAS** the *Municipal Government Act*, R.S.A. 2000, c. M-26 (hereinafter referred to as “the Act”), as amended, provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality; AND

**WHEREAS** the Act provides that a municipality may pass a bylaw for the establishment of fees for licenses, permits and approvals as established by Council; AND

**WHEREAS** the *Freedom of Information and Protection of Privacy Act*, as amended, states that a municipality must make certain information available to the public and that the Council may pass a bylaw to establish fees for the provision of information; AND

**WHEREAS** the Council of the Town of Strathmore, in the Province of Alberta, deems it expedient to consolidate the fee, rates and charges for various municipal services.

**NOW THEREFORE** the Council of the Town of Strathmore, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. **THAT** a Fee Schedule for the fees, rates, charges and penalties of the Town of Strathmore be established and amended when required by Council Bylaw.  
(Amended November 5, 2014 – Bylaw No. 14-18)
2. **THAT** Council may consider setting or permitting special rates for special circumstances, special items, and individual agreements with outside parties or for any items not covered in the Fee Schedule, a Resolution of Council may set such fees.
3. **THAT** the CAO at his discretion may consider waiving any fee for any event that benefits the community.
4. **THAT** all fees hereinafter are subject to a 2% penalty on overdue accounts unless otherwise stated in the schedule and that this penalty may be waived at the discretion of the CAO.
5. **THAT** in the event this Bylaw conflicts with another existing bylaw, this Bylaw shall have paramouncy.
6. **THAT** this Bylaw and the Fee Schedules will be reviewed for amendments annually.
7. **THAT** this Bylaw comes into full force and effect after third reading upon being signed.



**BYLAW NO. 13-21**

**OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

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**READ A FIRST TIME** this 18<sup>th</sup> day of December, 2013.

**READ A SECOND TIME** this 18<sup>th</sup> day of December, 2013.

**READ A THIRD AND FINAL TIME** this 18<sup>th</sup> day of December, 2013.

Signed Original on File

MAYOR

\_\_\_\_\_  
CAO



OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA

SCHEDULE “B”

**PLANNING AND DEVELOPMENT FEES TABLE**

*(Amended January 24, 2018, Bylaw 18-03)*

**Appeals**

The fee for an appeal to the Subdivision and Development Appeal Board	\$200.00
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**Business Licenses**

A business located <u>within the Town</u> of Strathmore:	\$100.00
A business located <u>outside of the Town</u> of Strathmore and operating within the municipal boundary:	\$200.00
Building contractors including all sub-trades and sub-contractors:	\$750.00
A business, <u>whether or not it is located within the Town</u> , that conducts business in the Town for a maximum of three (3) days:	\$75.00
A business that is <u>not located within in the Town</u> and conducts business in the Town for a maximum for three (3) months:	\$150.00
Hawkers, peddlers, and street vendors:	\$150.00

**Bylaw Amendments – Statutory Plans, Land Use Bylaw, and Conceptual Schemes**

Textual amendment to the Land Use Bylaw:	\$2,000.00 per application
Direct Control Application:	\$1,000-2,500.00 per application
Change to a land use designation on sites with areas of 0.5 ha or less:	\$2,250.00 per application
Change to a land use designation on sites with areas of 0.5 ha or more:	\$2,250.00, plus \$100.00 per ha per application
Amendment to the Municipal Development Plan:	\$2,000.00 per application
Amendment to an Area Structure Plan or other statutory plan, other and the Municipal Development Plan:	\$2,500.00 per application <i>(If an amendment to a Statutory Plan requires additional amendments to another Statutory Plan or a Conceptual Scheme adopted by bylaw, then the total combined fee for all the amendments may be reduced by \$500.00)</i>



**OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

**Calgary Growth Charge and Off-Site Levies**

The City of Calgary Growth Charge for water infrastructure for residential development:	\$519.00 per dwelling unit, payable at the time of the Development Permit
The City of Calgary Growth Charge for water infrastructure for new commercial, industrial, and institutional development:	\$7,127.00 per hectare, payable at the time of the Development Permit
Off-Site Levies, due at the time of Development Permit Application for all newly developed parcels:	Dependent on location, please see the most recent off-site levy bylaw adopted by the Town of Strathmore

**Certificates or Letters of Compliance**

Certificate or letter of compliance in respect to a Real Property Report:	\$150.00
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**Certificates of Municipal Authority (Condominium Fee)**

Certificate of the Municipal Authority in respect to a condominium for a building:	\$40.00 per unit or such greater fee as prescribed in the Condominium Property Regulation AR 168/2000
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**Development Permits**

Accessory buildings - exceeding 10.0 m <sup>2</sup> in area in a <u>Residential District</u> :	\$150.00 per building
Accessory buildings - exceeding 10.0 m <sup>2</sup> in area in <u>Districts other than a Residential District</u> :	\$250.00 per building
Change of Use Permit - Non-residential development:	\$350.00
Commercial, Industrial and Institutional - <u>New Development</u> other than additions to an existing building:	\$800.00 plus \$0.50 per m <sup>2</sup>
Commercial, Industrial and Institutional - <u>Additions</u> to existing buildings:	\$400.00 plus \$0.25 per m <sup>2</sup>
Home Occupation Permit: <i>A business, occupation, trade, profession, or craft carried on by an occupant of a dwelling unit as a use secondary to the residential use of the dwelling, and which does not change the character of the building in which it is located.</i>	\$250.00
Home Office Permit: <i>Development consisting of the use of a Dwelling as a "desk-and-phone" operation only by a person who occupies the Dwelling as his private residence. There shall be <u>no warehousing of goods and no client contact in the home.</u></i>	\$100.00
Signs - Permanent free standing signs:	\$300.00 per sign
Signs - Temporary signs:	\$100.00 per sign





**OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

Signs - Other:	\$100.00 per sign, unless the sign or signs are included in the Development Permit for the building in which case there is a maximum fee of \$400.00;
Stripping and Grading - for sites containing 2.0 ha or less:	\$700.00
Stripping and Grading - for sites containing more than 2.0 ha and less than 20 ha:	\$1,500.00
Stripping and Grading - for sites containing more than 20 ha:	\$2,500.00
Residential Development Permit - Additions to dwellings:	\$200.00 per addition
Residential Development Permit – New Development Single-Detached, Semi-Detached, Duplex, and Manufactured Homes:	\$275.00 per dwelling unit
Residential Development Permit - garden suite or secondary suite:	\$250.00 per dwelling unit
Residential Development Permit - buildings containing three (3) or more dwelling units:	\$400.00 per building plus \$30.00 per dwelling unit
Development commencement without a permit:	Double the permit fees if a development has commenced before the issuance of a Development Permit
Development Permit Relaxations or Variances:	\$150.00 per variance or relaxation in excess of 3% of a requirement up to a maximum of \$450.00.
Development Permit Extension requested by Applicant/Owner:	\$100.00
Development Permit Renewal of Lapsed Permit:	\$200.00
Bylaw Enforcement of Development Permit Non-Compliance, first offence:	\$250.00
Bylaw Enforcement of Development Permit Non-Compliance:	\$500.00
Bylaw Enforcement of Development Permit Non-Compliance:	\$1,000.00
Development Agreement Preparation:	\$1,000.00

**Development Permit Securities**

For the purposes of this section, a first-time applicant means a person who has not been issued a Development Permit within three (3) years.

Security required - Accessory building, excluding sheds, in a Residential District for a homeowner or first-time applicant:	\$500.00
Security required - Additions to a dwelling unit in a Residential District for a homeowner or first-time applicant:	\$500.00



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Security required - Single Detached, Semi-Detached, or Duplex dwelling for a first-time applicant:	\$1,000.00 per building
Security required - basement development in a Single-Detached, Semi-Detached, or Duplex dwelling for a homeowner or first-time applicant, unless the basement development was authorized in the Development Permit for the dwelling:	\$250.00.
Security for the following: (a) a residential building containing three (3) or more dwelling units; and (b) a commercial, industrial, and institutional development	Established in the Development Agreement that is a condition of a Development Permit.

**Documents**

Hard copy of a Statutory Plan, Land Use Bylaw, or Conceptual Scheme adopted by Bylaw:	\$50.00
Certificate of Title or other instrument registered on the Certificate of Title:	\$25.00 per instrument
Comprehensive file search (excluding an Environmental Request):	\$30.00 per hour, plus photocopying fees (\$0.25/page)
Encroachment Agreements:	\$400.00
Land Use Designation (Zoning) Request:	The fee for preparing a letter advising the land use designation of a parcel or related information is \$100.00.

**Document Review**

Review of an Area Structure Plan, Conceptual Scheme or Outline Plan, prepared by or on behalf of a Developer:	\$5,000.00
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**Engineering Fees**

If the Town retains an engineering consultant to review plans or documents:	The fee for the review of those plans or documents is the invoice submitted by the engineering consultant plus an administrative fee of \$100.00.
Environmental Requests:	The fee for a letter requesting information concerning site contamination or related information is \$150.00 plus \$30.00 per hour rounded up to the nearest hour.
Storm Water Management Review:	\$1,000.00

**Municipal Right-of-Way Work and Excavation Permits**

Municipal Right-of-Way Work and Excavation Permit	\$200.00
Municipal Right-of-Way Work and Excavation Permit Deposit	\$2,000.00



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**Refund of Fees**

If an application is withdrawn by an applicant prior to circulation:	Up to fifty (50) percent of the fee may be refunded to an applicant, if the application warrants circulation to internal or external agencies and departments but the circulation has not commenced, provided a minimum administration fee of \$100.00 must be retained by the Town
If an application is withdrawn by an applicant after circulation:	No refund, if a circulation to internal or external agencies or departments has been processed; or if a decision has been rendered on the application.

**Road Closures**

The fee for a road closure is:	\$1,000.00 per application.
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**Subdivision Application and Application Amendments**

The following fees apply to subdivision applications, including bare land condominiums:

Subdivision Application:	\$1,500.00 for a maximum of two (2) lots (units if bare land condominium) including the residual lot or parcel plus \$175.00 for every additional lot (units if bare land condominium) <i>Note that, there is no fee for any of the following lots: Community Services Reserve, Environmental Reserve, Municipal Reserve, Municipal and School Reserve, School Reserve, or Public Utility Lot.</i>
Subdivision Changes/Revised Subdivision Application - applicant proposes changes that warrant a further circulation:	\$500.00, plus the costs of any engineering fees prescribed above.
Subdivision Agreement Preparation:	\$1,500.00

**Subdivision Endorsement, Security, and Time Extension**

Endorsement of a plan of subdivision or other instrument, which enables the subdivision to be registered in the Land Titles Office:	\$50.00 per lot (unit if bare land condominium)
Security for a Subdivision:	Established in the Servicing Agreement that is a condition of a subdivision approval.
Time extension in respect to an approval of a subdivision application:	\$300.00 each for the first two extensions; and \$400.00 each for the third and any subsequent extensions.